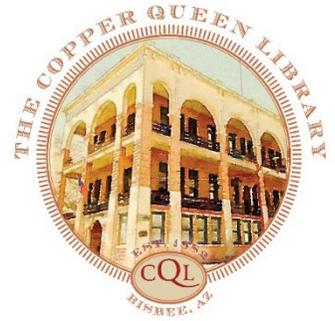


Copper Queen Library

6 Main Street | PO BOX 1857 | Bisbee, AZ 85603
520-432-4232 | www.copperqueenlibrary.com



MEETING ROOM USE POLICY

The Copper Queen Library offers a meeting room for use by community groups and individuals that wish to conduct meetings, conferences or workshops which are open to the general public. The room seats approximately 32 people theater style or 12 people seated at the table.

The room may be reserved on a first-come-first-served basis by any group regardless of its beliefs or affiliations or those of the individuals belonging to the group.

The library also has a range of audio-visual equipment that may be used in the meeting room, including laptop, projector, DVD player, CD player and stereo. Arrangements must be made at the time the meeting is scheduled for use of this equipment, also on a first-come-first served basis. Individuals and groups using audio-visual equipment are responsible for it. Library staff will examine all equipment prior to and after each event to ensure that it is in working order. If it is not in working order, individuals or groups will be charged with necessary repairs.

A Copper Queen Library Facility Use Waiver and this policy must be signed by the responsible party prior to the scheduled event. Forms are available at the library and online at copperqueenlibrary.com. All organizations, groups and individuals wishing to use the library facility must abide by the following regulations:

1. Meetings shall be open and free to the general public.
2. No meeting will be allowed if there is any commercial intent or solicitation for profit or sales from the group, individual or organization. Exceptions are for library-sponsored programs that promote local authors, filmmakers, musicians.
3. Arrangements must be made with Library Staff.
4. Events must take place during the Library's regularly scheduled hours.
5. Reservations for the room must be made at least one week prior to the scheduled program.
6. Any personal or group equipment, supplies, or materials left in the room will be the responsibility of the group reserving the room. The Library assumes no responsibility for any loss or damage to personal property.
7. The meeting room should be left in the same condition it was found.
8. Any promotion, including posters, social media posts, etc, of the user's meeting must use the following language : ***This event is not sponsored or supported by the Copper Queen Library or any of its branches. The Library does not endorse any views or opinions expressed or activities taking place during this event.***
9. ALL meeting room participants MUST follow all of the Copper Queen Library's policies, including the Library's Patron Behavior Policy.

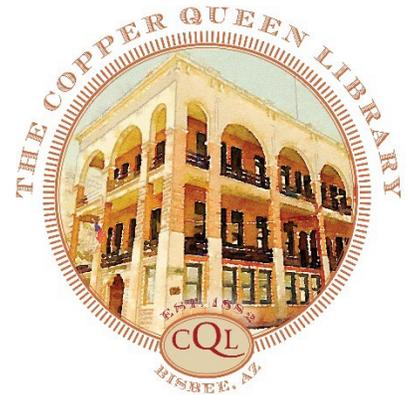
Responsible party must sign this Facility Use Policy indicating it has been read and understood.

Signature of Responsible Party:

Date:

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MEETING ROOM USE WAIVER & RELEASE

You, as guest presenter, teacher or group leader, as applicable, agree that if you engage in any activity, or any physical exercise or recreation, or otherwise use the City of Bisbee's Copper Queen Library (the "City") facilities (the "Premises"), you do so at your own risk. This includes, without limitation, your use of equipment or the Premises, and your participation in any activity, class, program, or instruction made available by the City of Bisbee's Copper Queen Library, now or in the future. You agree that you are voluntarily participating in these activities and voluntarily using the facility and equipment. You further agree that you are assuming all risk of injury, or your contraction of any illness or medical condition that might result there from, or any damage, loss or theft of any personal property.

You hereby release and discharge (on behalf of yourself and your personal representatives, heirs, executors, administrators, agent, and assigns), the City (and its affiliates, employees, agents, representatives, successors and assigns) and agree to indemnify and hold the City harmless, from any and all claims or causes of action arising out of the City's negligence. This Waiver and Release of all liability includes, without limitation, injuries which may occur as the result of (a) your participation in any program, (b) your use of any equipment which may malfunction or break, (c) the City's improper maintenance of any equipment, (d) the City's negligent instruction or supervision, and (e) you slipping and falling while on the Premises or surrounding premises. You acknowledge that you, your legal representative and/or your parent or guardian have carefully read the Waiver and Release and fully understand that it is a release of all liability.

Date _____

Signature of Guest/Participant Printed

Name of Guest/Participant

Signature of Parent/Guardian (if under 18)

Printed Name of Guest/Participant (if under 18)

Event Name

Event Date / Event Time

Organization Name

Organization Purpose